

1000 SW Jackson, Suite 330
(785) 296-0056

www.kdhe.state.ks.us/hoc

Topeka, Kansas
66612-1365

Decreasing Number of Long Term Care Administrator Candidates

In response to a request from representatives of Kansas Adult Care Home Executives (KACE), coordinators, administrators and others met August 14, 2001 to discuss the decreasing number of long term care administrator candidates and the administrator-in-training (AIT) programs. Recommendations about "image," recruitment, administrator preparation and retention will be presented at the October 26, 2001 meeting of the Board of Adult Care Home Administrators.

The group's members are: Dana Barton, administrator, Ellis Good Samaritan Center (chosen by KAHSA); Steve Berndsen, administrator, Aldersgate Village (chosen by KAHSA); Gayle Doll, graduate student, KSU; Brad

Fischer, administrator, McCrite Plaza Retirement Community (chosen by KHCA); Gary Fowler, administrator, Presbyterian Manor (chosen by KACE); Denise German, administrator, Louisburg Care Center, Inc. (chosen by KABC); Linda Gray, director, ALFA-KAN; Vivien Reed, administrator, Hilltop Manor (chosen by KACE); Dawn Veh, administrator, Wesley Towers (chosen by KACE); Richard Ellis, coordinator, Washburn University; Bruce Irwin, coordinator, Cowley County Community College; Liz Kendall, coordinator, University of Missouri-Kansas City; Rick Scheidt, coordinator, Kansas State University; Linda Sullivan, coordinator, Kansas City Kansas Community College; and Martha Ryan, staff, Health Occupations Credentialing.

Certified Nurse Aide Skills Competency (Nursing Tasks) Checklist

HOC Advisory Group has revised the skills checklists for the nurse aide training requirements. The changes amend the first checklist to reflect a minimum of nursing tasks for better management of the clinical experience. These Nursing Tasks must be successfully performed in a teaching lab setting, at a minimum, before the student can participate in clinical practice experiences. A second, optional Nursing Tasks checklist is more comprehensive. Once the optional task list has been successfully field tested, it is likely to become a requirement. These steps were taken to better reflect the nature of the training. The advisory group, which is composed of representatives of the adult care and home health care industry and educators, emphasized that employers must take responsibility for developing competent employees. The aide training is an entry-level training so the aide can join the work force and perform general nursing tasks safely. It cannot, in 90-hours, provide competency in all possible areas of nursing care. These nursing task checklists are effective upon distribution. If you wish to receive copies, please see the HOC website, or contact Martha Ryan at mryan@kdhe.state.ks.us or 785-296-0058.



Quicker Reciprocity for CNAs



Good news for nurse aides coming into Kansas from other states! In our continuous quest to help the long-term care industry meet the demand for qualified direct care workers, HOC identified a procedural change which will significantly reduce the lag time (by a minimum of three weeks) for a nurse aide seeking certification in Kansas based on reciprocity. **Effective November 5, 2001, a candidate will no longer have to wait for their notice to test letter to begin work as a Trainee II.** Once an application is approved, HOC will send a letter to the candidate providing the dates of his/her Trainee II period. A copy of the letter should be placed in the candidate's personnel file. This will eliminate the need for an employer to contact the Nurse Aide Registry for verification of Trainee II period. The candidate will then receive a **separate notice with the date and location when he/she is scheduled to take the written test.** The facility is still required to contact the Nurse Aide Registry for a confirmation letter prior to employing an individual as a Certified Nurse Aide.

Congratulations! The pass rate for recently tested students of the following instructors was 90% or above: Jackie Bartley, Carol Bauck, Lillian Claassen, Fern Glunt, and Connie Harkness.

HOC Update

With more than **500 aides** scheduled to test in more than **20 locations** each month, HOC makes and receives numerous phone calls. Many calls could be eliminated if instructors and coordinators are certain the complete address of each student is on the course rosters for CNA, CMA and HHA training. Please **type the names** on the roster so that no one is left off or name misspelled. These are the names that are used in issuing certificates. If the name is erroneously spelled on the roster, it will be wrong on the certificate. Getting it right the **first time** saves everyone time and energy. It also speeds up processing, which can make a difference in an aide's employability! The student application is just as important. All identification information is necessary—including date of birth, complete address, and social security number. The social security number is voluntary but it is a critical identifier. It is not released but it is on the individual's record.

There is a **new process** for withdrawing a name from the roster: instructors or coordinators **MUST** submit the information in writing to HOC. This is the information to include: course number, student's name and the reason the name should be removed from the roster. This can be submitted to KDHE via fax: 785-296-3075 or by mail: 1000 SW Jackson, Suite 330, Topeka, KS 66612-1365.

New test sites and test proctoring were instituted in July 2001. Each test site is affiliated with a community college, vocational-technical school or college. There are **28 sites** (27

institutions) offering CNA and HHA tests. The test scheduling process has not changed. Alternatives are being examined to further expedite processes. In the meantime, the department continues to be responsible for establishing the test rosters, with priority given to course rosters received first, without errors or missing information. Remember: **Students should receive notice from the course instructor** confirming the location/date/time students are scheduled to test. Do NOT assume that the student is scheduled for a location/date requested when that course roster is first submitted. There are occasions when the test site becomes full and the next month is the next available test date at that location. Also, students should arrive early and be prepared to show two forms of personal identification; one must be a picture ID.

A problem is occurring with **candidates who do not show up** for their scheduled test time/date. About 14 percent of candidates who are scheduled for the CNA test never show up. On the positive side, about 94 percent of those who take the test, pass it. Also, compared to last year at this time, there are more CMAs who are completing their "update" and being recertified plus there is an increase in CMA initial courses. There is about a 99.9 percent pass rate for HHAs, but an even higher portion of HHAs do not show up (18 percent). The total number of HHAs certified is declining slightly compared to last year, but the number of courses approved is slightly higher. Hopefully this will produce an increase in HHAs.

New policy on Updating Certification - The HOC Advisory Group has backed a change in policy affecting where CNAs can have nursing skills assessed (for updating the Kansas Nurse Aide Registry after a lapse in employment of 24 months). The policy states that licensed registered nurses can assess an aide's ability to successfully perform the skills (nursing tasks) in a **teaching setting** (such as a nursing skills lab) or other health care setting (such as a **hospital**). This broadens the options for getting aides back into the work force when they have experienced a lapse of employment and are not currently eligible for employment. These checklists (renamed Nursing Tasks) may be faxed to HOC, **a notarized signature is no longer required**.

Staffing Agency Responsibilities

The Kansas Statutes Annotated (KSA) 29-970 and 65-5117 require that all Kansas licensed adult care homes and home health agencies **not** employ an individual who has been convicted of certain crimes outlined by the language of these laws. In addition, the law requires that employers of these facilities *must be provided written certification from any employment agency* which provides employees to that employer, that such employees are not prohibited from working.

The requirement functionally means that employment or staffing agencies must submit and receive back information which provides clearance for each individual that is assigned duties in an adult care home or home health agency. Further, the operator of an adult care home, home health agency or employment or staffing agency is not liable for civil damages resulting from the decision to employ or not to employ or to discharge an individual based upon good faith effort to follow these laws.

Since employment or staffing agencies are not regulated by the Kansas Department of Health and Environment in other ways, it is difficult to ascertain compliance until or unless a complaint is received from a facility, home health agency, or another agency, or a regulation violation is determined when the facility or home health agency is surveyed by the state. For more information on the Criminal Record Check program, feel free to contact Mr. Steve Irwin, Administrator or access information from the KDHE website (address at top of Update Newsletter).

HOC Update

Criminal Record Check (CRC) Program

The name has changed but the program remains the same. An interpretation from the Office of the Attorney General has advised the term “background” checks is inappropriate since, technically, what the department and KBI perform under KSA 65-5117 and 39-970 is a check of an individual’s criminal history record. Therefore, you will now notice a change in terminology. This does not change any of the procedures.

As of August 9, 2001, the CRC program processed its 100,000th record request. The law requiring criminal record checks on applicants or employees in adult care homes or home health agencies, and prohibiting employment for certain convictions went into effect July 1, 1998. There have been nearly 500 persons prohibited from such employment since then.

Please remember: criminal record information is confidential and may be shared with the individual for whom the check was made. A recent Attorney General’s opinion directs that “[an] operator receiving such criminal history record information may release a copy of the information received from KDHE to another operator . . . without violating the confidentiality requirements.” Be certain that you confirm the conviction is a prohibited crime before an employee is discharge based upon the statutes. Individual facilities may have policies which are more restrictive. Individual/corporate policies must be administered fairly and consistently to limit the possibility of a wrongful discharge. Feel free to access the HOC web page for a list of the prohibited offenses: www.kdhe.state.ks.us/hoc (select “Criminal Offenses Checked Under Kansas Law”).



CNA, HHA & CMA INSTRUCTOR WORKSHOP

Health Occupations Credentialing staff will be presenting a free informational session on current and new procedures and forms. We will also be discussing teaching techniques and tips on teaching adults. There will be a group discussion, so bring any suggestions, problems, or solutions you may have to share with the group.

This session is geared toward present or future instructors, coordinators and sponsors offering certified nurse aide, home health aide, medication aide, activity director, social service designee or operator training courses.

WE HOPE YOU CAN JOIN US AT ONE OF THE FOLLOWING LOCATIONS:

Kaw Area Technical School 5724 Huntoon Topeka KS 66604	Conference Room C -3 Fri., Nov. 16, 2001 9:30 am to 2:30 pm	Dodge City Community College 2501 North 14th Avenue Dodge City , KS 67801	Santa Fe Room Tues., Feb. 12, 2002 9:30 am to 2:30 pm
Colby Community College 1255 S Range Colby KS 67701	Room 107 Wed., May 22, 2002 9:30 am to 2:30 pm	Fort Scott Community College 2108 S Horton Fort Scott , KS 66701	Wed., Sept. 18, 2002 9:30 am to 2:30 pm

To register for any of these locations, please e-mail Dolores Staab at dstaab@kdhe.state.ks.us or call at (785) 296-6796. Also, please contact Dolores if you are interested in hosting a workshop.

PRESENTERS

Betty Domer, Office Specialist
Martha Ryan, Education and Training Development
Dolores Staab, Education Certification Specialist
(785) 296-6796



<i>Assistance</i>	<i>Call</i>
Forms or not sure who to call... (Forms may be downloaded from internet)	785-296-0056 www.kdhe.state.ks.us/hoc
Initial license, license renewal, reinstatement or verification (adult care home administrator, dietitian, speech-language pathologist, audiologist)	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Marla Rhoden 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education; forms	Betty Domer 785-296-1250
Medication aides; forms	Stephanie McCown 785-296-0060
Instructor approval/aide course, interstate or reciprocity for aides	Fran Breedlove 785-296-0059 after 3:00 p.m.
Test for ACHA, education policies	Martha Ryan 785-296-0058
Criminal record check program Criminal record check request forms	Steve Irwin 785-296-8628 Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Tania Peeters 785-296-1284
KANSAS NURSE AIDE REGISTRY (785) 296-6877 Monday through Friday 8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.	

Kansas Department of Health and Environment
Bureau of Health Facilities
Health Occupations Credentialing
1000 SW Jackson, Suite 330
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Addressing the Shortage of Health Care Workers

Health Occupations Credentialing (HOC) has notified nursing schools of two methods for students in nursing education programs to challenge the state certification test to become a nurse aide: 1) when the student substantially completes all **content** and **clinical** experience deemed as equivalent to the Nurse Aide Training and Competency Program, and 2) after the student has completed a course or courses which have been prior approved as substantially equivalent.

The difference in these two methods is that the nursing school course does not have to be completed in order for equivalency in training to be conferred. This allows a student who has completed all the necessary nurse aide content to take the test and become certified. However, if the student elects to apply for equivalency at a later time, then HOC has a record of which classes contain equivalent content and clinical experience without the nursing department having to assess the content each time. The student can provide a transcript listing the courses passed, and KDHE compares this information to the courses on record as "equivalent."

HOC is also encouraging high schools to offer the certified nurse aide course. Although high schools are not eligible for approval as sponsors of the course, HOC encourages them to partner with eligible sponsors such as community colleges and/or vocational technical schools.



Of the total potentially eligible clinical settings, there are about 37% under bans on training. There are about the same number of ban on training letters issued each month from this office as there are waiver appeal approvals. There is an increasing number of CNAs moving out of Kansas (requests for reciprocity to another state) and declining numbers of those coming in from other states. Fortunately at this time the total incoming is greater than the outgoing.

Update is published quarterly by
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